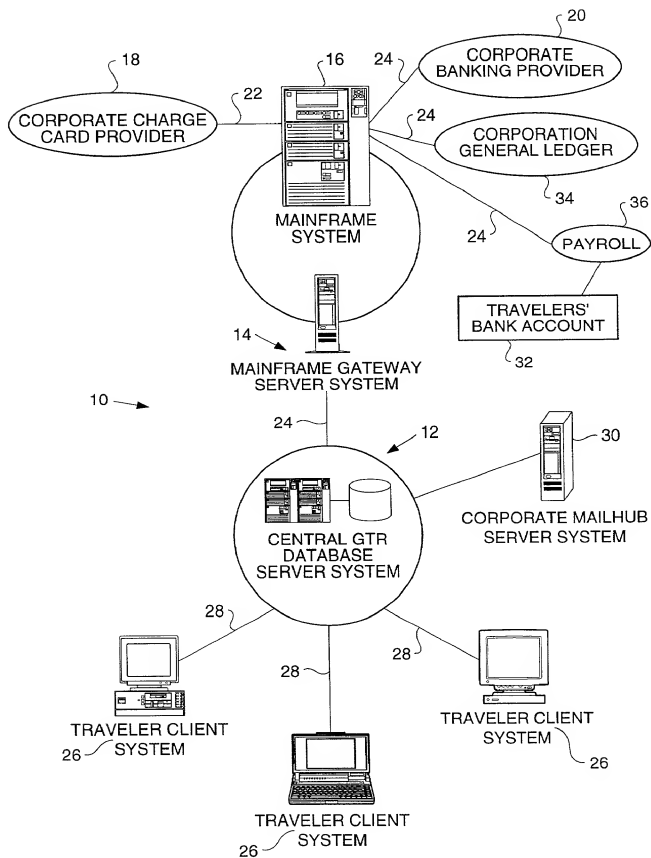
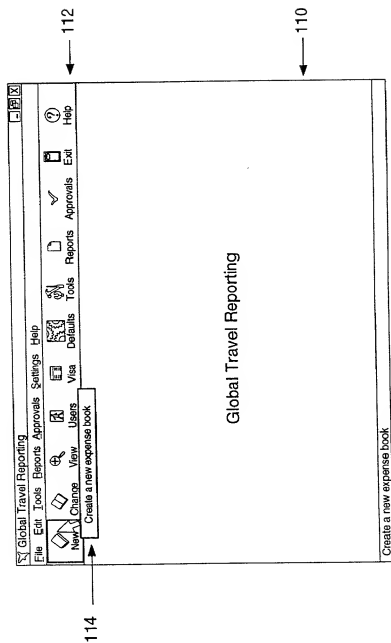


Fig. 1

HIG-2-



М
И
О

GTR New Book Wizard

Please enter the following information and click Next to continue.

Employee name: HANCOCK, JOHN MICHAEL

Book title: Trip to Canadian dealer

Book start date: [Calendar Icon]

Book end date: [Calendar Icon]

Help <Back Next> Cancel

FIG. 4

GTR New Book Wizard

Please enter the following information and click Next to continue.

List business purpose, city, and person visited including: title, company name, and business relationship.

Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

Help

<Back

Next>

Cancel

128

126

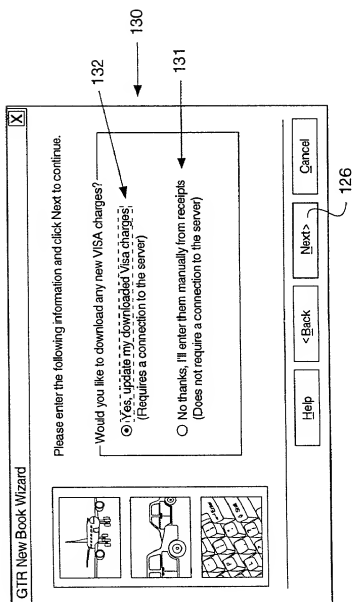


FIG-138

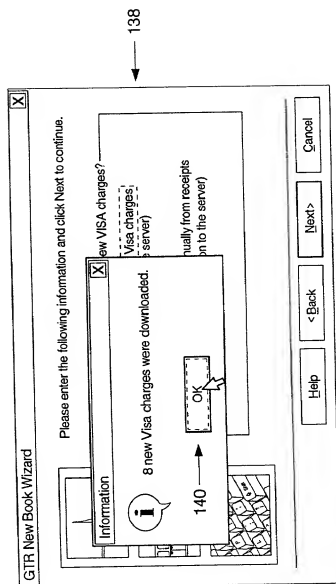


FIG. 8

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Manual Entries...

International Book

Apply To Book...

Reconcile Toggle

Drag to resize

144

142

Downloaded Visa Charges

te Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98SHELL 2001	\$17.18	CAD	23.64		23.64	
98NATIONAL-T	\$281.50	CAD	385.32		385.32	
98UNITED AIR	\$450.16	USD	450.16		450.16	
98FIRST BANK	\$100.00	USD	100.00		100.00	
98FINANCE C	\$2.00	USD	2.00		2.00	
98HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
98TONY ROM	\$20.38	CAD	28.00		28.00	

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Description

Business Purpose

Amt. in USD

Curr. Code

Local Amt.

Pmnt. Type

Rec Req.?

98

Delete

Edit...

#

11-11-11

11/26

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

144

146

148

161

162

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		100.00	
02/05/1998	*FINANCE C	\$2.00	USD	2.00		2.00	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/05/1998	TONY ROM	\$20.38	CAD	28.00		28.00	

144

146

148

161

162

Apply

Recon

Drag

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Rec
02/01/1998	Business Purpose	\$0.00	USD	0.00		
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y

144

146

148

161

162

Apply

Recon

Drag

146

FIG-13-

13/26

Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200

Total in US dollars: 734.86

Hotel chain: 166 Holiday Inn

Specify other:

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000

Change...

Apply This Item to Your Expense Book

Help <Back

Cancel

Date: 02/01/1998
Description: Business Purpose
Amt. in USD: \$0.00
Curr. Code: USD
Local Amt.: 0.00

Print: Type Rec: Reg

164

168

170

158

Fig-14-

Hotel - VISA
X

You still have a balance left on this VISA charge.

VISA local amount:

1055.98

Amount applied so far:

1000.00

Balance:

55.98

Would you like to continue applying the balance to other expense categories?

Yes

No

Help

Date

02/01/1998

Description

Business Purpose

Amount in USD

\$0.00

Currency

USD

Local Amount

0.00

Print

Type

Rec

Help

171

172

FIG. 16

Dinner - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1040.00

Balance: 15.98

Would you like to continue applying the balance to other expense categories?

☐ Yes
 ☒ No

Date

02/01/1998

Description

Business Purpose

AMT: IN USD

\$0.00

Curr: USD

USD

Total Amt:

0.00

Print: Type

Printed

16/26

182

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ETH ZÜRICH














GTR Data Entry Screen																	
File		Edit	Visa Charges	Expenses	Settings	Help											
	Save		Preview		Book Info.		Defaults		Overrides		Visa Info.		Calculator		Print		Submit
<div>  Manual Entries... </div>																	
<div> Internet <div>  Apply  Reconc </div> </div>																	
<div> Downloaded Visa Charges <div>  Drag </div> </div>																	
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?										
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64											
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32											
02/01/1998	UNITED AIR	\$450.16	USD	450.16	450.16	0.00	Y										
02/05/1998	FIRST BANK	\$100.00	USD	100.00	100.00	0.00	Y										
02/05/1998	*FINANCE C	\$2.00	USD	2.00	2.00	0.00	Y										
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	1040.00	15.98											
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00											
Expense Book Entries																	
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Reg											
02/01/1998	Business Purpose	\$0.00	USD	0.00													

FIG. 18

X
Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

Category:

151 → Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

188 Other

Transportation

Sub-Category:

Cash Pmt of VISA Chg 153

Laundry or Valet

Other Expense

Other Tip

Personal VISA Charge 190

Telephone or Fax

Help
<Back
Next>
Cancel

FIG-19-

19/26

Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

Apply This Item To Your Expense Book

Cancel

Help <Back

Date	Description	Amount in USD	Local Amt.	Local Amt.	Print	Type	Rec	Reg
02/01/1998	Business Purpose	\$0.00	USD	0.00				

192

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FIG-20-

Downloaded Visa Charges									
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?		
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32		<input type="checkbox"/>	Apply
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y	<input type="checkbox"/>	Recon
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y	<input type="checkbox"/>	
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y	<input type="checkbox"/>	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y	<input type="checkbox"/>	
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00		<input type="checkbox"/>	
02/08/1998	OUTBACK S	\$17.18	CAD	23.64		12.35		<input type="checkbox"/>	
Expense Book Entries									
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Reg			
02/05/1998	Dinner	\$29.39	CAD	40.00	VISA		<input type="checkbox"/>	D	
02/05/1998	Holiel	\$146.97	CAD	200.00	VISA	Y	<input type="checkbox"/>	E	
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y	<input type="checkbox"/>		
02/05/1998	Cash Advance Fee	\$2.00	USD	2.00	VISA		<input type="checkbox"/>		
02/05/1998	Cash Advance-VISA	\$100.00	USD	100.00	VISA		<input type="checkbox"/>		
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA		<input type="checkbox"/>		

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21/26

Save

Preview

Book Info.

Details

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

Downloaded Visa Charges

Apply

Recon

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Expense Book Entries

Print. Type Rec Reg

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type Rec Reg
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA

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146

FIG. 22

FIG. 22 is a screenshot of a software interface titled "Select a Category and Sub-Category". The interface is designed for selecting a category and sub-category, and then proceeding to the next step.

The main window contains the following elements:

- Category List (151):** A list of categories including "Business Purpose", "Cash Advances/Fees", "Entertainment", "Except Reimbursement", "Hotel", "Meals", "Mileage", "Other", and "Transportation". The "Entertainment" category is highlighted.
- Sub-Category List (153):** A list of sub-categories including "Entertainment" and "Entertainment Tip". The "Entertainment" sub-category is highlighted.
- Choose one (214):** A section with two radio buttons: "CASH" (selected) and "VISA".
- Buttons:** "Help", "< Back", "Next >", and "Cancel".
- Summary Bar (126):** A bar at the bottom of the window displaying the following information:

02/06/1998	Hotel	\$146.97	CAD	200.00	VISA	Y
------------	-------	----------	-----	--------	------	---

The interface is labeled with various reference numerals: 150 (main window), 151 (Category list), 153 (Sub-Category list), 214 (Choose one), 216 (Entertainment Tip), and 126 (Summary bar).

FIG-23-

23/26

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GTR Data Entry Screen

Edit

Visa Charges

Expenses

Settings

Help

218

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Submit for approval and payment.

Manual Entries...

Downloaded Visa Charges

ns. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Apply

Recon

Expense Book Entries

e	Description	Amt. in USD	Curr. Code	Local Amt.	Prmt. Type	Rec Req
01/1998	Business Purpose	\$0.00	USD	0.00		

144

146

Fig-24-

GTR Data Entry Screen

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Expenses

Settings

Help

Manual Entries...

Confirm

ns. Date

Merchant

Am

/15/1998	SHELL 2001	
/15/1998	NATIONAL-T	
/01/1998	UNITED AIR	
/05/1998	FIRST BANK	
/05/1998	*FINANCE C	
/05/1998	HOLIDAY IN	
/06/1998	TONY ROM	

222

Yes

No

Submit

Recon

Expense Book Entries

e	Description	Amnt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
01/1998	Business Purpose	\$0.00	USD	0.00		

GTR Data		Book Submission	
Edit			
Save			
Book summary Submitter LAN ID: hancojm Amount of prepaid airline tickets: \$450.16 Amount of Visa expenses: \$798.97 Amount of Cash expenses: \$190.50 Book total: \$1439.63 Approver: CHRIS MONAHAN		Accounting distribution for this book Your organization: 01 880 30 2258 Amount charged to your organization: \$1439.63 ActFac PayFac Div Sect ExpAct ControlAct Sub SubSub PAC2 OrderNo ProjectCode Amount	
Do you want to proceed with submission of this book? 226 <input type="radio"/> Yes <input type="radio"/> No		Moving expenses to server...	
05/1998 05/1998 01/1998 05/1998 05/1998 05/1998 05/1998			

